



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STAFF SERVICES MANAGER I\***

**\$4,520 - \$5,453**

**LICENSING SERVICES DIVISION**

**LICENSING BACKGROUND BUREAU**

**SACRAMENTO**

### **RESPONSIBILITIES:**

Under direction of the Licensing Services Division Chief, the Staff Services Manager (SSM) I will plan, organize, and direct the work performed by the staff of the Licensing Background Bureau. The staff in the Licensing Background Bureau reviews and evaluates the background of applicants seeking a license to act as an insurance producer, officers, directors, and owners of insurance companies seeking to do business in California. The incumbent in the SSM I position will be responsible for writing goals, setting standards, determining priorities, reviewing work plans, determining schedules, assigning work, reviewing and editing written reports and work assignments; and identifying staff training needs.

### **DESIRABLE QUALIFICATIONS:**

- Strong analytical and problem solving skills.
- Ability to take initiative and work independently.
- Excellent interpersonal skills and demonstrate ability to develop effective working relationships with the public and Departmental employees
- Excellent communication skills, both verbal and written.
- Ability to give effective oral presentations to high level staff.
- Ability to identify solution and propose plans to achieve proper objectives.
- General knowledge of the insurance industry and the Department's operations and mission.
- Ability to gather and analyze data

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. State employees currently on SROA lists or employed by a surplus department are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, and reinstatement) on the State application.*

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Shari Yamamoto, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "SSMI, #145-4800-XXX" on the State application.** For additional information, please call (916) 492-3418.

**FINAL FILING DATE:**      **May 18, 2001 or until filled**

**NOTE:**      **Interested individuals, including list eligibles, must submit a state application in order to be considered for this position.**

**\*PENDING DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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